



# **Outbound Interface Kickoff Meeting (Statewide Files)**

**September 2011**

# Introductions – MyCalPAYS

- **Interface Test Team**

- Dennis Duarte
  - SCO – Chief of Business Operations
- Thierry Jeremie
  - SAP – Interface Testing Lead
- Sarah Justinich
  - SCO – Interface Testing Coordinator
- Lolly Gunter
  - SCO – Interface Testing Coordinator (Transitioning)
- Guleena Bakshi
  - SCO – Interface Test Script Development and Execution
- Thomas Robinson
  - SAP – Interface Testing Architect

# Introductions – Interfacing Departments

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- **Bureau of State Audits**
- **Department of Finance**
- **Employment Development Department**
- **Franchise Tax Board**
- **State Personnel Board**

# Meeting Objectives

- **Discuss MyCalPAYS interface testing activities**
- **Discuss what departments should expect during Outbound Interface Testing**
  - Which interface files will be tested and why
  - What will be expected from departments
  - How to provide feedback
  - Review high-level interface file changes
- **Discuss next steps & upcoming activities for interface testing**



# MYCALPAYS INTERFACE TESTING OVERVIEW

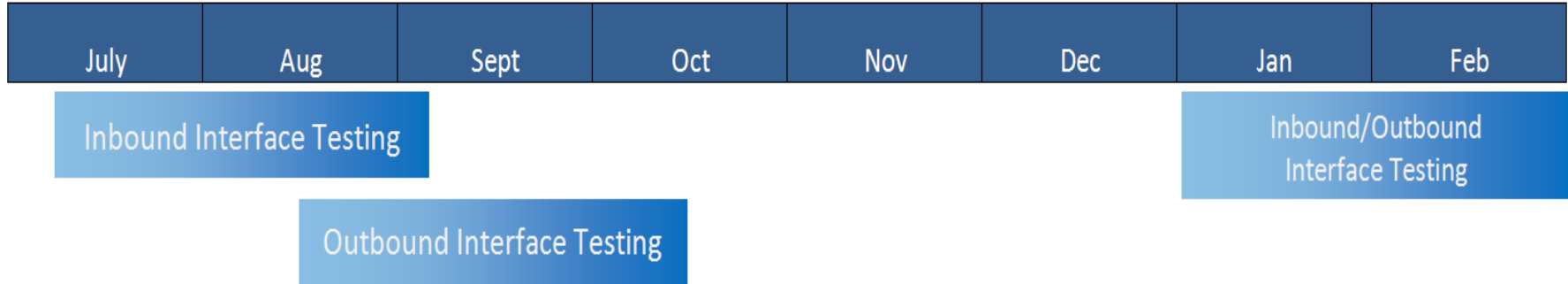
# MyCalPAYS Test Stages



# MyCalPAYS Interface Test Cycles

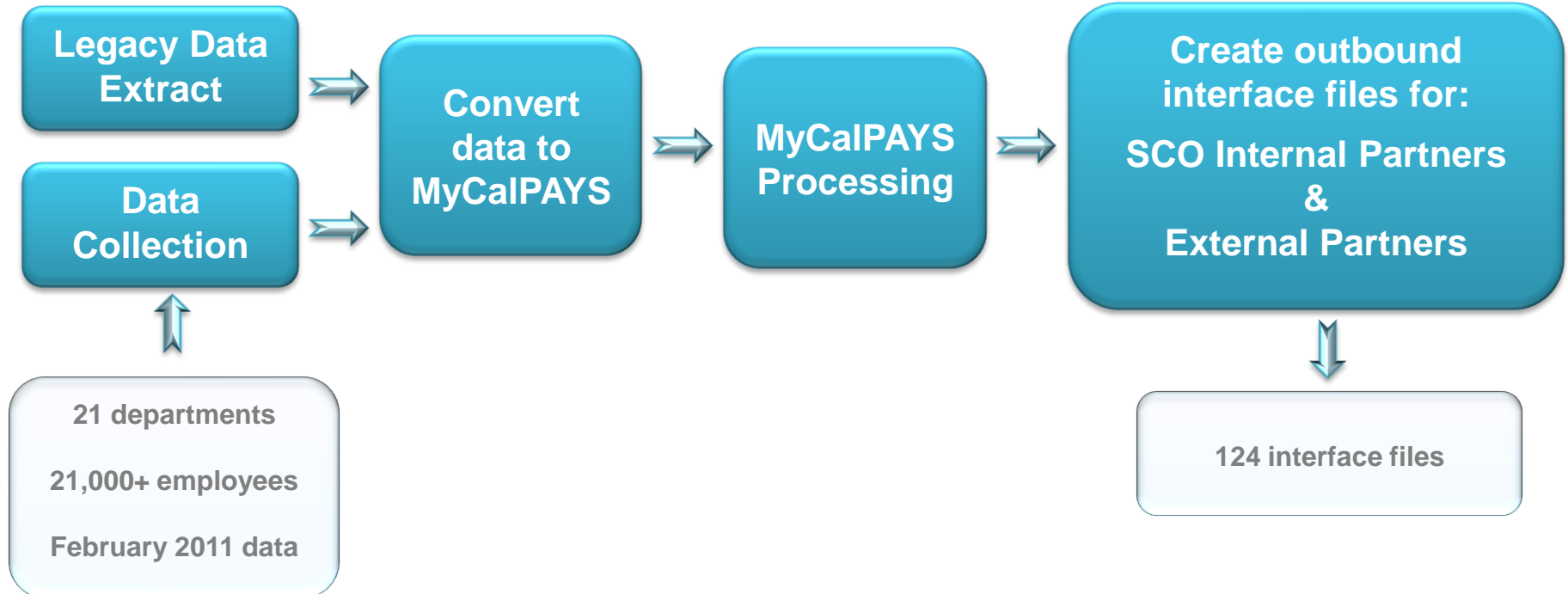
2011

2012



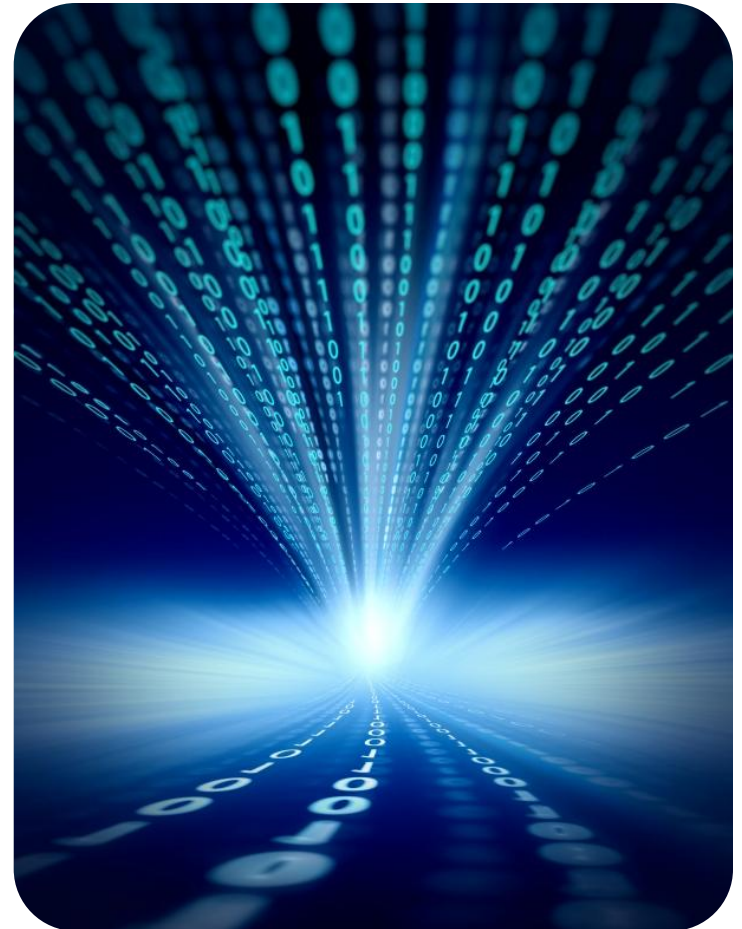
- **Inbound Interface Test Cycle**
- **Outbound Interface Test Cycle**
- **Inbound/Outbound Interface Test Cycle**
  - Includes inbound and outbound interfaces not ready for testing during previous testing cycles, as well as end-to-end interface testing

# MyCalPAYS Outbound Interface Testing Approach





# MYCALPAYS OUTBOUND INTERFACE TESTING



# Interface Testing Steps

## **Required**

For each interface file:

1. Successfully log onto SFTP server & access department folder
2. Retrieve outbound interface file
3. Validate file format based on interface information package
4. Formally sign off on steps 1 – 3 and provide any additional feedback

## **Recommended**

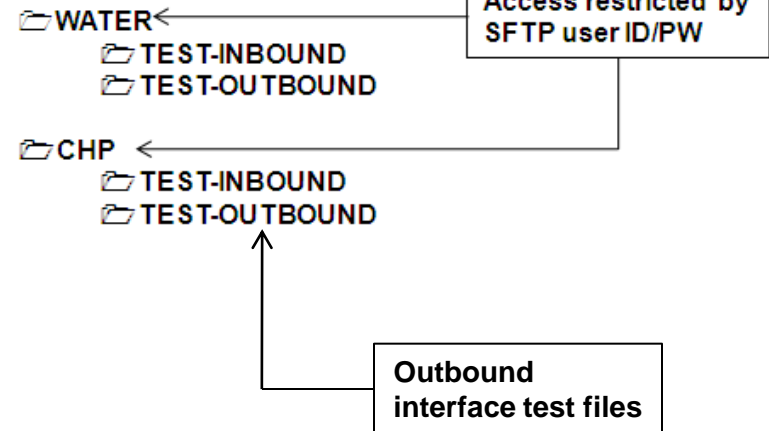
- Process each file into departmental system test environment
  - Engage departmental business users, as appropriate

# Step 1: SFTP Server – Overview

- All files will be stored on a Secure FTP server (SFTP)
- Folders on the SFTP server are designated according to interface needs
- Restrictive access ensures SFTP users only have access to folders designated to their department
- All outbound files will be in Test-Outbound folder

Folders	Description
INBOUND Or TEST-INBOUND	Inbound files ready to be processed by MyCalPAYS will be placed in this folder
OUTBOUND Or TEST-OUTBOUND	Outbound files generated from MyCalPAYS will be placed in this folder

## Examples

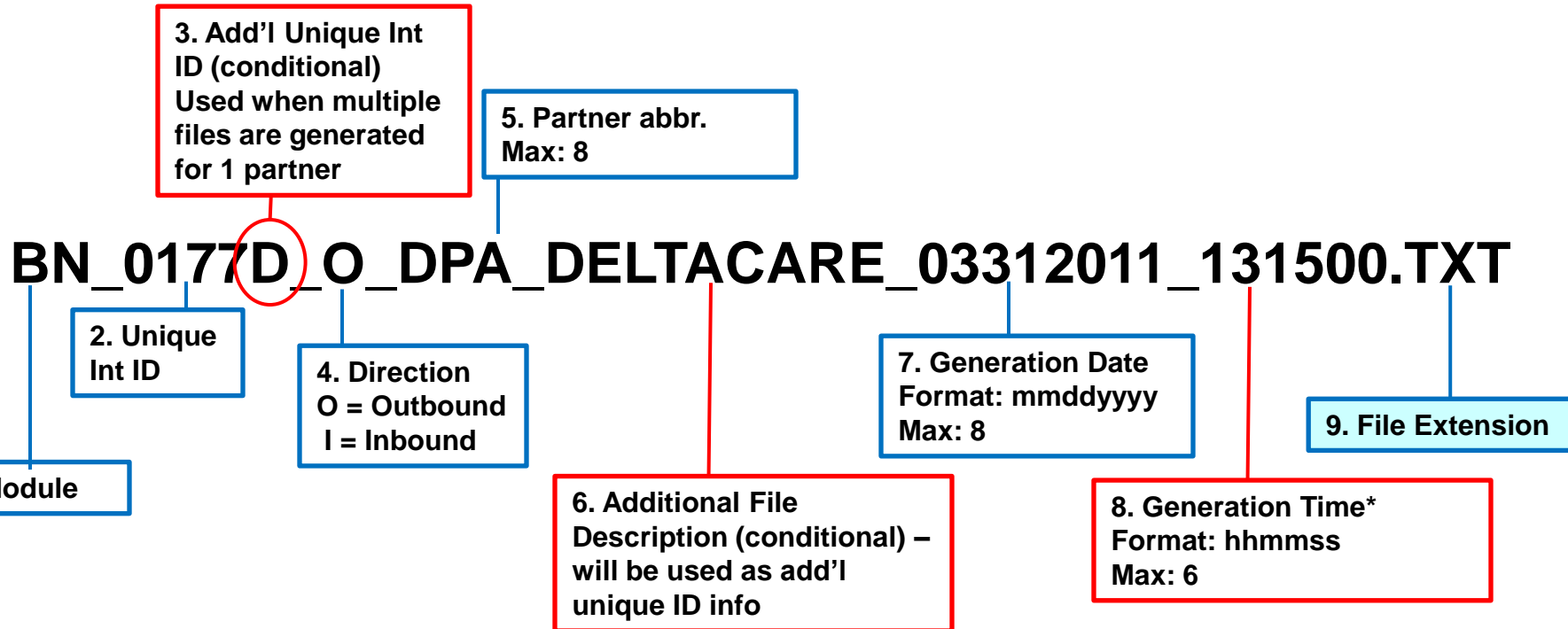


## Step 1: SFTP Server – Access

- Departmental folder access has been granted only to designated SFTP primary and secondary users
- User name and password received from either Sarah Justinich or TFC Testing team ([tfctesting@sco.ca.gov](mailto:tfctesting@sco.ca.gov))

Department	Folder Name
Bureau of State Audits	BSA
Dept of Finance	DOF
Employment Development Dept	EDD
Franchise Tax Board	FTB
State Personnel Board	SPB

# Step 2: MyCalPAYS File Naming Convention



## Legend

- Will be updated as appropriate
- Constant value – will not change
- Conditional

\*Will be used if more than one of the same file is produced for a partner on the same day. May also be used if only one file is produced based on Legacy requirements

## Step 2: File Encoding

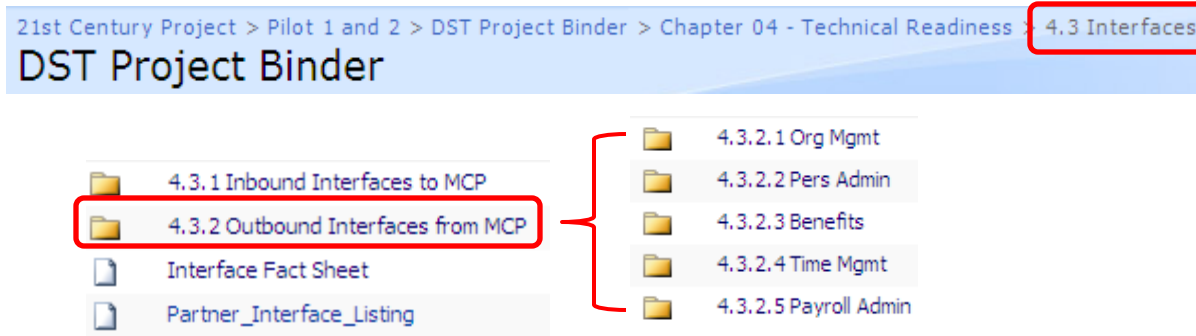
- **Storage of data will use the host system encoding scheme**
  - MyCalPAYS – ASCII
  - Mainframe – EBCDIC
- **When FTPing a file in ASCII mode the encoding scheme is automatically translated from ASCII to EBCDIC and vice versa based on the source/destination system default**
  - For example:
    - ✓ MyCalPAYS (ASCII) – FTP (ASCII Mode) → Mainframe (EBCDIC)
    - ✓ Mainframe (EBCDIC) – FTP (ASCII Mode) → MyCalPAYS(ASCII)

# Step 3: Interface Information Packages



- **Interface Information Packages are available:**

1. SharePoint –



2. SCO Website – [http:// www.sco.ca.gov/TFC\\_Dept\\_Interfaces.html](http://www.sco.ca.gov/TFC_Dept_Interfaces.html)

## Departmental Business Partner Interfaces

→ [Inbound Interfaces to MyCalPAYS](#)  
→ [Frequently Asked Questions \(FAQs\)](#)

→ [Outbound Interfaces from MyCalPAYS](#)

## Step 4: Sign Off & Feedback

- Completed for each outbound interface file received
- Provided in SharePoint (DEMO)



**Note: If necessary, use PERNRs (not SSNs) in comment fields**



# Interface Testing Timeframes

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- **Files available: Monday, September 19<sup>th</sup>, 2011**
  - Test-Outbound folder on SFTP server
- **Feedback Due: Friday, October 21<sup>st</sup>, 2011**

# Questions





## INTERFACE TEST DATA

# Interface Test Data

- **Test Data**
  - February 2011 pay period
  - Collected from 21 departments
- **Some additional staging of data**

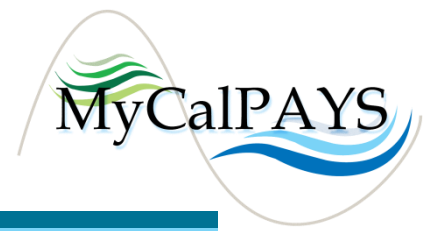
Full Population Collected	Partial Population Collected
State Controller's Office	Dept of Education
Franchise Tax Board	Dept of Corrections
State Personnel Board	Dept of Rehabilitation
Dept of Finance	Dept of Parks & Recreation
Dept of General Services	Dept of Food & Agriculture
CA Technology Agency	Dept of Mental Health
Dept of Personnel Administration	Dept of Forestry & Fire Protection (CalFIRE)
	CA Highway Patrol
	CA Conservation Corps
	Dept of Water Resources
	Air Resources Board
	Judicial Council
	Military Dept
	Statutory Officers Legislative Counsel

# Personnel Assignment Number – Overview



- **Personnel Assignment Number (PERNR)**
  - Unique identifier used in MyCalPAYS for an employee's assignment
  - Employees with multiple (concurrent) assignments may have multiple Personnel Assignment Numbers
  - Generated by MyCalPAYS and made available to interface partners
  - Before Go-Live your system(s) must be able to accept MyCalPAYS Personnel Assignment Numbers
    - ✓ Identified in file format in each interface information package

# Personnel Assignment Number – Outbound Interfaces



- **Listing of Personnel Assignment Numbers for outbound interface testing**
  - Available in Test-Outbound folder on SFTP server
  - Includes:
    - ✓ PERNR
    - ✓ SSN
    - ✓ Legacy Position Number
    - ✓ Legacy Position Sequence Number
    - ✓ PY Lock
- **Testing Personnel Assignment Numbers are temporary**
  - Final PERNR list will be made available to departments during their Cutover/Go-Live on MyCalPAYS



# FILE INFORMATION

# Interface Files – Categories

## Testing:

Category	Source System(s)	Server Location	Description
2 Files	MyCalPAYS	SFTP Server	1 file will be produced from MCP and will be available on the SFTP server.

## Production:

Category	Source System(s)	Server Location	Description
2 Files	<b>Legacy &amp;</b> MyCalPAYS	<b>Mainframe &amp;</b> SFTP Server	1 file will be produced from each Legacy and MCP. The Legacy file will be available on the mainframe. The MCP file will be available on the SFTP server.



## Interface Files – 2 File Category

- **Why might a partner receive an interface file from Legacy and MyCalPAYS for the same interface (e.g., Current Status)?**
  1. Retroactivity
  2. Employees with multiple assignments (concurrent employment)
  3. Once in MyCalPAYS, always in MyCalPAYS

# Interface Files - Overview

Interface*	Unique Int ID	MCP Module	Category	Partner(s)
SPB Employment History Data Base	070	PA	2 Files	SPB
New Employee Registry	091	PA	2 Files	EDD
Current Status	092	PA	2 Files	BSA & SPB
SPB T-Log	093	PA	2 Files	SPB
CA SUI at Agency Level	702	PY	2 Files	EDD
Deceased Employee Payroll Data	310	PY	2 Files	FTB
Payment History File	317	PY	2 Files	DOF & EDD

\*This is not a complete list – it includes only those interfaces that will be tested during this interface testing cycle

# Interface Files – MyCalPAYS General Changes



## Common field mapping changes for MyCalPAYS files

Legacy	MyCalPAYS	Example(s)
SSN	Person ID	00009726
Department/Facility	Personnel Area	GI00 (State Controller's Office)
Class Code	Job ID (last 4)	00105393
Serial Number	Position ID	60001456
Position Sequence Number	Personnel Assignment Number (PERNR)	00009726
CBID	Personnel Subarea	R01
Salary Per/Pay Frequency/Attendance Type	Employee Group	A (Monthly/Monthly/Negative)
Tenure, Timebase, & FLSA status	Employee Subgroup	01 (Perm/FT/FLSA)
UCM/Agency Code/Reporting Unit	Cost Center	Z840051150
Payment Type	Wage Type	0005

# Employment History Data Base

Partner	MCP Module	Category	Format Change	Frequency
SPB	PA	2 Files	MCP- Yes Legacy – No	MCP – Monthly Legacy – Monthly

- **Top changes:**
  1. Multiple assignments will be designated with unique Personnel Assignment Numbers instead of Position Sequence Numbers.
  2. Action and reason codes will replace the Legacy Transaction Codes.
- **File available in Test-Outbound folder on SFTP server**

# New Employee Registry

Partner	MCP Module	Category	Format Change	Frequency
EDD	PA	2 Files	No	MCP – Weekly Legacy – Weekly

- **Files will be zipped & then pushed to the EDD website**

# Current Status & SPB T-Log

## Current Status

Partners	MCP Module	Category	Format Change	Frequency
BSA & SPB	PA	2 Files	MCP – Yes Legacy – No	MCP – Weekly Legacy – Monthly

## SPB T-Log

Partner	MCP Module	Category	Format Change	Frequency
SPB	PA	2 Files	MCP – Yes Legacy – No	MCP – Daily Legacy – Daily, Monthly, & On-Demand

- **Top changes:**
  1. Multiple assignments will be designated with unique Personnel Assignment Numbers instead of Position Sequence Numbers
  2. Action and reason codes will replace the Legacy Transaction Codes
- **Files will be available in Test-Outbound folder on SFTP server**

# CA SUI at Agency Level

Partner	MCP Module	Category	Format Change	Frequency
EDD	PY	2 Files	MCP – Yes Legacy – No	MCP – Quarterly

- **Top changes:**
  1. Currently, Legacy produces files for PIT, SDI & UI. MyCalPAYS will also produce all three files, but will be changing only the UI file
  2. Encoding will be completed in ASCII format
- **Files will be zipped & then pushed to the EDD website**

# Deceased Employee's Payroll Data

Partner	MCP Module	Category	Format Change	Frequency
FTB	PY	2 Files	MCP – No Legacy – No	MCP – Annual Legacy – Annual

- **This will continue to be the same file format as Legacy**
- **File will be available in Test-Outbound folder on SFTP server**



# Payment History File (CalSTARS)

Partners	MCP Module	Category	Format Change	Frequency
DOF & EDD	PY	2 Files	MCP – Yes Legacy – No	MCP – After each payroll run Legacy – Monthly

- **Top change:**
  1. In MyCalPAYS the payment history file will be generated and available after each payroll run, per payroll area/frequency
- **File available on SFTP server**

# Questions



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Next Steps...

## **NEXT STEPS & UPCOMING ACTIVITIES**

## Next Steps

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- **Complete required outbound interface test steps 1 – 4 no later than Friday, October 21<sup>st</sup>**
- **Continue making updates to departmental system(s) that will accept interface information**
- **Process outbound interface files into departmental system test environment**

# Upcoming Activities

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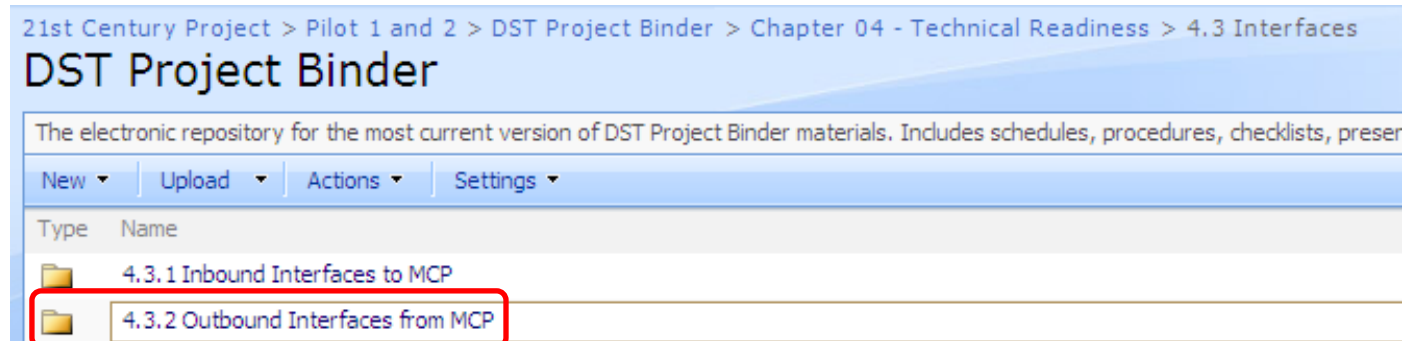
- **Participate in interface workshops highlighting key outbound files**
  - Example: T-Log, Payment History File, Current Status
- **Participate in planning and communication efforts regarding future testing opportunities near your department's go-live date**
- **Participate in January inbound/outbound interface test cycle, as required**
  - Select partners only



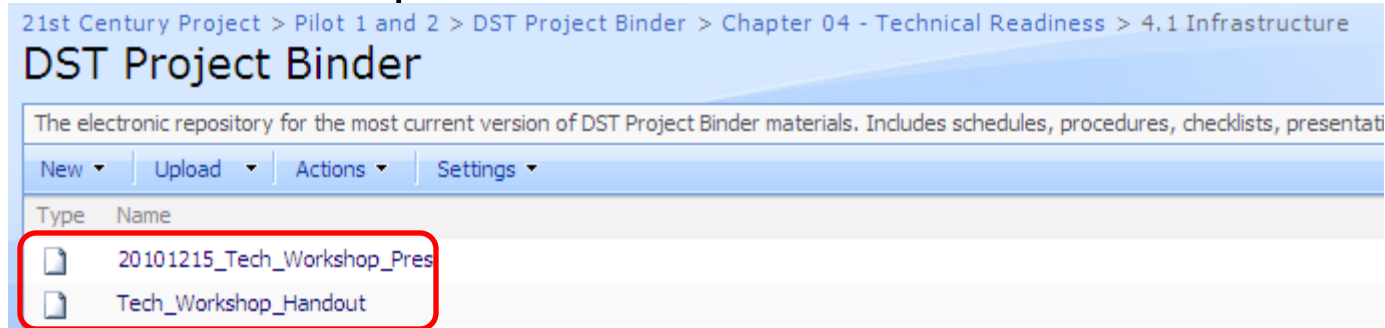
## RESOURCES

# Resources

- Outbound Interface Information Packages



- Technical Workshop:



- TFC Testing email: [tfctesting@sco.ca.gov](mailto:tfctesting@sco.ca.gov)

# Questions

